

# **TOWN OF NEEDHAM**

## **WEATHER AND EMERGENCY EVENTS POLICY #421**

### **1. PURPOSE AND SCOPE**

The purpose of this policy is to set forth the guidelines to be followed in the event that snow, other weather-related events, or emergency situations cause the closing or limited staffing of municipal departments.

### **2. APPLICABILITY**

This policy applies to management, administrative, professional and support personnel, regardless of work location. It does not apply to public safety, MBMB Custodial and maintenance staff, or non-administrative Department of Public Works personnel.

### **3. DEFINITIONS**

Refer to the Section 8.3 of the Personnel By-law for the definition of commonly used words.

### **4. POLICY**

4.1 It is the policy of the Town of Needham to compensate employees who cannot report for work when the municipal building they work in is closed due to snow or other weather-related event.

4.2 The Town will compensate non-exempt employees at the rate of time and one half their regular rate of pay, if required to remain at work or report to work after the municipal building in which they work has been closed, regardless of the number of hours worked that week.

### **5. PROCEDURES**

#### **5.1 Snow, Other Weather-Related Event, or Emergency Which Begins Before Working Hours**

- 5.1.1 If a snow or other weather-related event occurs before or during morning commute hours, employees should take a reasonable amount of time necessary to arrive at work safely. Employees who prefer to use accumulated leave time, in lieu of reporting to work, should be allowed to do so. In general, if Needham Schools are closed or delayed as a result of the weather, employees may use up to one extra hour in the morning beyond their normal start time to ensure a safe arrival at work, without loss of pay.
- 5.1.2 Unless the municipal building is closed by the building administrator/designee, employees who do not report to work at all must use their own accumulated leave for the day.

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- 5.1.3 In the event that a decision is made by the building administrator/designee not to open the building, or to schedule a late opening, employees will be notified by their supervisor as soon as possible prior to the start of their work day. Appropriate notification may also be made on building voice mail systems. Employees will be compensated for the period that the municipal building in which they work is closed, unless they were previously scheduled to be on vacation, sick, or other leave for that period.

### **5.2 Limited Work Force**

- 5.2.1 When an event begins during the day and is forecast to impact driving conditions, or otherwise impact operation of the facility, the building administrator/designee may call for a Limited Work Force. This shall mean that at least one employee in each department should remain in the office until the close of business, or until the building is closed by the building administrator.
- 5.2.2 As a practical matter, employees who live the farthest driving distance away, who are most at risk of injury during a snow or other weather-related event, or who must arrive somewhere at a specified time, such as to a child care facility, or who are otherwise concerned about driving, should be the first employees to be released. Employees so released will be paid for the remainder of their regular work day. To the extent possible, the Limited Work Force should rotate.
- 5.2.3 When a limited work force is designated by the building administrator/designee, non-exempt employees who are required to work when other employees are released will be entitled to receive banked compensatory time at the rate of time and one half for all hours worked after the designation, in addition to their regular pay for that day.
- 5.2.4 The Building Administrator/designee at his or her discretion may close certain offices during a Limited Work Force situation. If the office is closed at the discretion of the Building Administrator, no employees need remain during the Limited Work Force.

## **6. CHANGES**

The Town Administrator may make reasonable changes in this policy based on weather and/or emergency conditions or the needs of the Town.